UNCLASSIFIED

EXCISE

DEPARTMENT OF STATE
BRIEFING PAPER

8025520

23

E

Foreign Policy Constraints Inherent in Long Foreign Military Sales Lead Times

DIST TO:
S/S-Bremer
Code T
RF

This paper raises a serious problem in our military supply relationships with key friends. The answer lies within the Defense Department and the Congress but the failure to deal with it adequately over the years causes us to put it on the agenda for consideration by the new Administration.

Heightened tensions in the NEA area since the collapse of the Shah and the Soviet invasion of Afghanistan have increased regional uncertainty over the ability of the various countries to defend themselves. These concerns have been manifested clearly in the sharp increase in demands for additional military hardware in terms of both quantity and technical sophistication. The problem is our present inability to respond promptly.

Several concrete examples in the recent past bear repeating as examples of how long lead times seriously damage the credibility of our military assistance programs.

B-1 (a)(5)

[redacted]

DEPARTMENT OF STATE A/CDC/MR
REVIEWED BY Am Bolster DATE 5/28/85
RDS ☐ or XDS ☐ EXT. DATE
TS AUTH. REASON(S)
ENDORSE EXISTING MARKINGS ☐
DECLASSIFIED ☐ RELEASABLE ☐
RELEASE DENIED ☑ in part
PA or FOI EXEMPTIONS (b)(1)(a)(5)

CONFIDENTIAL
GDS 12/13/86

UNCLASSIFIED

DECLASSIFIED

[redacted]

C-1
(a)(5)

A different kind of example in this connection is the fact that there is only a single factory and production line (Chrysler's) for both the current and the new U.S. main battle tanks. Such situations illustrate the dangers (disruption of supply) in case of war as much as the foreign policy application.

While it is clear that the answer to the problem lies less with the State Department than with DOD and, more particularly, with the Congress, it is equally clear that we need to take a hand in the solution of the problem since its impact falls so largely in the foreign policy area.

DECLASSIFIED

DECLASSIFIED

What is needed is some sort of anticipatory production capability providing flexibility of response to fast-breaking crises when they happen. The law prohibits--as well it should--drawdowns on U.S. military stocks where the impact would be inimical to our own defense posture, making resort to our active inventories largely a non-responsive solution. The answer lies, perhaps, in the sort of "overstocking" we are urging upon Persian Gulf oil producers as a foundation for surging forces into the areas in an emergency.

The alternative, of course, of overstocking the U.S. military would cost a great deal more money. However, it would serve also as a strategic reserve and may in fact be better suited to today's concepts of quick, sharp wars. Integration of ready reserve would of course be much faster to the extent equipment was in stock and not over the horizon by several years.

Congress, during the current session, somewhat half-heartedly and with little creativity recognized the problem in proposing a $500 million fund to create such an overstockage. The figure was too low to be of much use and the proposal died in committee. Perhaps a better approach would be the offer of tax incentives and subsidies to those defense producers willing to put risk capital behind production over and above firm orders, as much as the manufacturer of the M-133 armored personnel carrier (FMC) does. This system is so popular and so ubiquitous that the resultant overproduction does not build up in inventory. Such an approach might, of course, require a modification of our arms transfer policy. Manufacturers approved for subsidization of overproduction--and this would be carefully considered on a case-by-case basis--would have to be assured a fair degree of flexibility in soliciting customers and disposing of the overages.

In summary, we are losing a measurable degree of impact in our arms transfers overseas due to the protracted lag between agreement and deliveries. The Soviets, seemingly, do not suffer--at least acutely--from this disability. Creative thinking is needed to rectify the imbalance, and we cannot do so using existing U.S. military inventories as the source of supply.

DECLASSIFIED

DECLASSIFIED

Foreign Policy Constraints Inherent in Long Foreign Military Sales Lead Times

Drafted: WGross
23014 12/11/80

Cleared:PConstable

DECLASSIFIED

DEPARTMENT OF STATE

BRIEFING PAPER

UNCLASSIFIED

RECOMMENDATION:

1. In order to achieve a rational space management program for the Department, FMAS recommends that GSA acquire one building close to the Main State Department Building on a lease-purchase basis. The Department has been approached by private investors who have offered to purchase a site and build a building to Department specifications. In return, they ask that the Department sign a twenty year rental purchase agreement. At the end of the twenty year period, the Department would take over ownership of the building. We have directed these investors to approach GSA since the Department has no authority to enter into any such agreement. However, if action is not taken soon, we will be hard pressed to compete with private and university interests in Foggy Bottom. (Previous considerations to purchase the American Pharmaceutical Building and site are shelved pending the outcome of a court case to settle the disposition of the property. A building of 300-350,000 square feet could be constructed in place of the present structure).

2. A list of preferred occupants for the two main buildings should be prepared. Outside of the two-building configuration, another building could be located elsewhere in the metropolitan area to house AID and Department support units such as FSI, A/OC, A/ISO, S/IG, etc. An abbreviated shuttle bus service would operate between the two complexes.

3. AID/IDCA should be relocated into commercial space, and their present space used by Department offices. Although the Main State Building is large enough to accommodate all functions of the Department the presence of IDCA and AID in the building has forced the Department to locate some of is offices in distant commercial buildings (annexes).

DECLASSIFIED

DEPARTMENT OF STATE

BRIEFING PAPER

UNCLASSIFIED

Additional space requirements created by expanding offices or the establishment of new programs requires either expensive remodeling or the acquisition of additional commercial space. While new programs may be accommodated in new commercial space, the expanding offices in Main State can only be accommodated by remodeling or by the relocation of other offices to commercial space. Relocating IDCA/AID would give us back some much-needed flexibility.

HOUSEKEEPING AND MAINTENANCE:

PL 92-313 established the Standard Level User Charge (SLUC) whereby GSA bills agencies for basic services and maintenance. However, we are simply not receiving the level of GSA maintenance service to which we are entitled based on our annual SLUC payment. Cleaning services are provided under GSA contract for a 5-day work week basis only and no FMAS/GS supervision is allowed. In March of this year, GSA signed the annual cleaning contract for the Department at a cost of $310,000 for the year, an increase of $130,000 from the previous year, with a decrease of 50,000 staff hours. A/OPR has asked GSA to improve those services to match our payment. To date, GSA has taken some basic initiatives but no substantive actions. In negotiating the cleaning contract in March 1981, we are asking that eight utility employees be held accountable to the Chief, FMAS/GS, to ensure some degree of on-site supervision.

RECOMMENDATION:

That State secure authorization to operate its own cleaning contract with a representative reduction in the SLUC payment to GSA.

STRUCTURAL INTEGRITY OF MAIN STATE BUILDING:

A longer-range problem of concern to OPR/FMAS is the building's structural status. While the building is presently considered middle-aged, it has undergone recent structural damage that may be due to a number of energy conservation-related measures which have accelerated the aging process.

GSA has indicated that a structural study has been ordered with results and recommendations due in late January 1981.

UNCLASSIFIED

MISSION OF THE ASSISTANT SECRETARY

The Assistant Secretary of State for Administration directs the Bureau of Administration, which functions under the overall direction of the Under Secretary for Management. Within the Bureau the Assistant Secretary establishes program priorities for budgeting purposes, oversees the preparation of budget estimates, and supervises the use of appropriated funds for the Bureau in accordance with policies of the President and the Secretary, program objectives, and Congressional limitations. The Assistant Secretary also ensures continuing liaison with members and staffs of Congressional Committees having responsibility for the operations of the Department. Finally, the Assistant Secretary and his Executive Director serve as internal focal points for the discussion of administrative programs and policies and the exchange of information and ideas among the Executive Directors of the regional and functional bureaus.

The Assistant Secretary is responsible for six program offices directed by Deputy Assistant Secretaries and seven additional special staffs and offices. These offices and staffs provide for the Department, and in many instances for the entire community of foreign affairs agencies, communications, security, classification/declassification, safety, procurement, transportation, information systems, allowance rates, and other administrative and operations services. The Bureau programs also direct and provide for the acquisition, leasing, construction, maintenance operation, and disposition of buildings, grounds, and other real property facilities for all U.S. government non-military operations abroad.

In his immediate office the Assistant Secretary is aided by three special assistants and two secretaries.

UNCLASSIFIED

DECLASSIFIED

OPERATING AUTHORITY OF THE ASSISTANT SECRETARY FOR ADMINISTRATION

The Departmental authority under which the Assistant Secretary directs the Bureau of Administration is contained in Volume I-240 of the Foreign Affairs Manual. This authority derives from the Foreign Service Act of 1946 (to be superseded on February 15, 1981 by Public Law 96-465, the Foreign Service Act of 1980); the annual Appropriation Acts for the Departments of State, Justice, and Commerce, the Judiciary and Related Agencies; and a myriad of other applicable public laws, executive orders, federal regulations and administrative and judicial interpretations of those authorities.

Delegation of Authority 120 as amended by Delegation of Authority 120-2 from the Office of the Secretary of State is still in effect. Delegation of Authority 120-1 from the Assistant Secretary for Administration delegates authority to the project manager for the International Center Project and is still in effect.

DECLASSIFIED

DECLASSIFIED

COMMITTEE MEMBERSHIPS OF THE ASSISTANT SECRETARY FOR ADMINISTRATION

GENERAL MANAGEMENT AND OPERATIONS:

Departmental:

Administrative Achievement Award Committee (chair)
Affirmative Action Program Steering Group
Affirmative Action Task Force
Council on Classification Policy/Freedom of Information
Executive Resources Board (Department's Senior Executive Service Board)
Information Management Policy Group (S/IG, M/COMP, DGP, & A/ISO are also members)
Oversight Committee for Classification/Declassification (chair)
Privacy, Policy and Appeals Board
Professional Development Working Group (member)

Interagency:

Assistant Secretaries' Management Group
ARMA - Association of Records Managers and Administrators
Committee on Government Operations
    Government Information and Individual Rights Subcommittee
Council of Governments (COG)
Federal Graphics Design Improvement Program Committee
Federal Library Committee
Federal Procurement Data System Implementing Committee
Fire Safety Working Group (foreign affairs agencies are members)
Government Committee for Associate Locksmiths of America
Interagency Audio-Visual Committee
Interagency Committee on Metric Policy (member)
Interagency Council for Minority Business Enterprise
    Procurement Committee member
Interagency Labor Surplus Area Procurement Committee
Interagency Procurement Policy Committee (subject: minority contracting)
Interagency Quality Control and Reliability Committee
Interagency Records Administration Council (IRAC)
Interagency Travel Management Improvement Committee (Executive agent - OMB)
Joint State/AID/ICA Regulations Board
OMB Interagency Working Group to Study Public Reporting Burden - Ad Hoc
Waste, Fraud, and Mismanagement Committee

DECLASSIFIED

DECLASSIFIED

OVERSEAS ADMINISTRATIVE SUPPORT:

Departmental:

Committee on Foreign Service Posts

Interagency:

Interagency Committee on Overseas Allowances and Benefits for U.S. Employees
Interagency Council on Administrative Support
FAAS Council
Joint State/AID/ICA Regulations Board (see General Management and Operations heading also)
Overseas Schools Advisory Council Committee
Executive Committee

COMMUNICATIONS AND SECURITY:

Departmental:

Interdepartmental Committee on Internal Security (ICIS)
Standing Committee
Office of Security (A/SY) Awards Committee
OC/SY Joint Policy Board

Interagency:

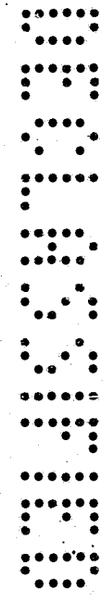
CIA Critical Collection Problems Committee (CCPC)
Communications Security Research and Engineering Working Group (Executive Agent - NSA)
Diplomatic Telecommunications Service
Joint Policy Board (with CIA)
Director of Central Intelligence (DCI) National Foreign Intelligence Board - Security Committee:
Audio Countermeasures Working Group
Survey Panel of ACWG of TSCS
Interagency Training Center Panel of ACWG
Compartmentation Subcommittee
Investigative Standards Working Group
Micrographics Working Group of Intelligence Information Handling Committee
Research & Development Subcommittee
Armoring Group of R & D Subcommittee
Security Awareness Working Group
Technical Surveillance and Countermeasures Subcommittee
Telecommunications Working Group
Working Group on Unauthorized Disclosures

UNCLASSIFIED

Foreign Security Policy Committee (M4/GT)
NCS/SCC Working Group
Interagency Advisory Committee on Physical Security Equipment
Interagency Telecommunications Committee (Executive Agent - GSA)
Joint COMSEC Distribution and Accounting Working Group (Executive Agent - NSA)
National Communications Security Committee (Executive Agent - DOD)
Special Committee on Compromising Emanations
National Communications System (Executive Agent - DOD)
Secure Voice Coordination Committee
National Micrographic Association
National Micrographic Council
National Security Council Subcommittee on Telecommunications Protection (Executive Agent - OSTP)
TETRAHEDRON Management Control Board (Executive Agent - NSA)
Tri-Service/Civil Agency Modification Working Group (Executive Agent - NSA)

UNCLASSIFIED

ORGANIZATIONS



DECLASSIFIED

THE EXECUTIVE OFFICE

Director: Joseph Meresman

FY 1981 Authorized Full-Time Positions: 45 1/

FY 1981 Column of FY 1982 Budget: $3,974,000 (including Assistant Secretary's Office and Allowances Staff)

A/EX was established in August 1978 to centralize executive management and administrative support functions in the bureau. This has generated increased effectivenss and efficiencies of scale and in turn produced savings in both personnel and financial resources. Its organization follows traditional lines with each of four divisions, Financial, Personnel, Administrative Services, and Management, reporting to the Executive Director.

A/EX offers a full range of management and administrative services, including budget preparation and financial management, administrative general services, personnel management, and management analysis to all offices of the Bureau of Administration except for the Office of Foreign Buildings for which it provides personnel services.

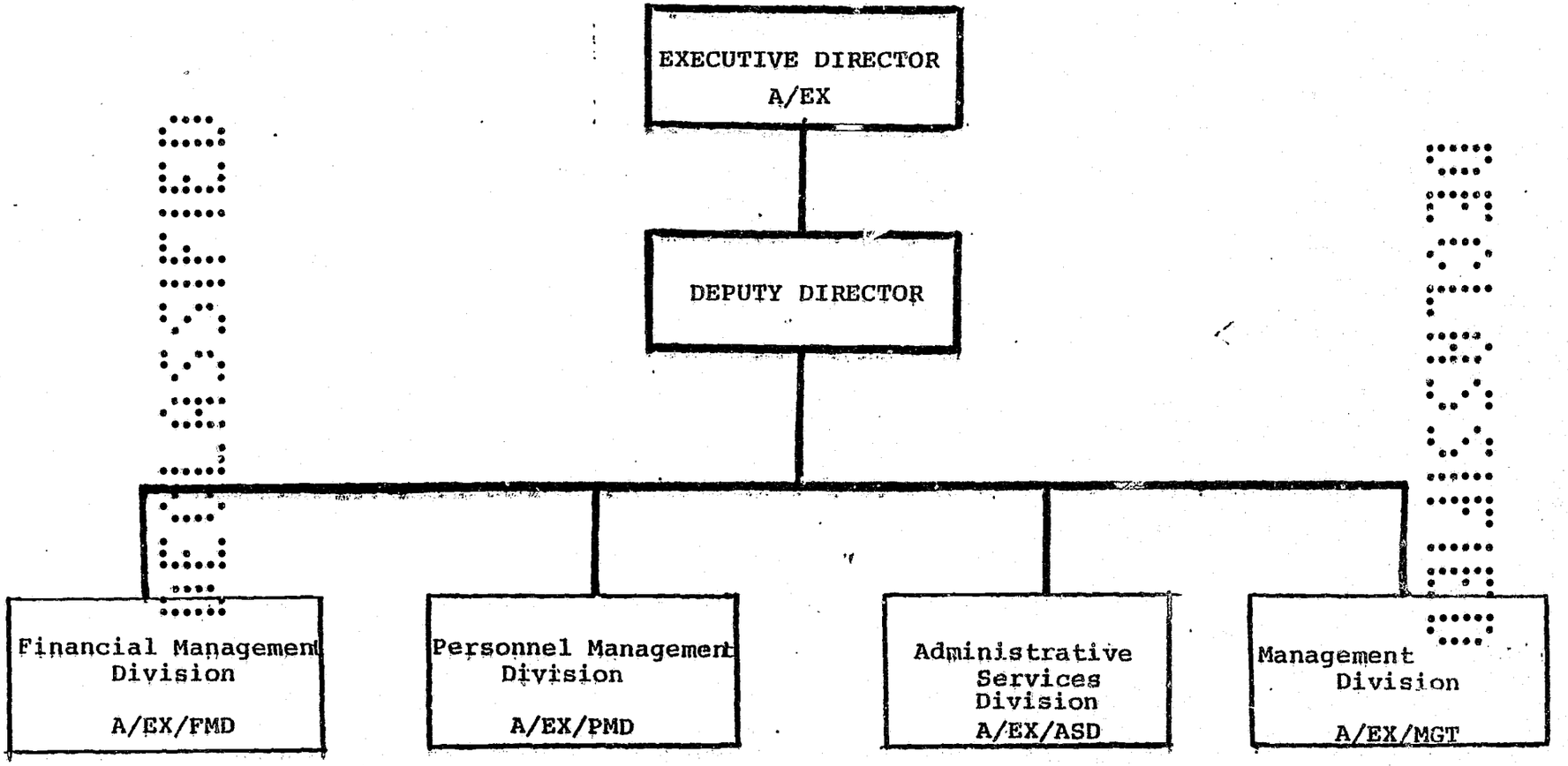
Additionally, A/EX acts as the coordinator and communicator for the Assistant Secretary with the bureau offices to provide an awareness of and assistance on overall bureau and Departmental policy requirements.

Finally, A/EX serves as the Department's focal point for coordinating, administering, and logistically supporting White House travel.

1/ Includes 7 positions in the Assistant Secretary's Office.

DECLASSIFIED

THE EXECUTIVE OFFICE



A/OC

DECLASSIFIED

E.O. 12958, SEC. 3.5
NSC MEMO, 11/24/98
BY NARA, DATE 12/31/99

DECLASSIFIED

OFFICE OF COMMUNI[illegible]S (A/OC)

Deputy Assistant Secretary: Stuart E. Branch

FY 1981 Authorized Positions: 480 ; 52 Total: 532

FY 1981 Column of FY 1982 Budget: $58,026,000

The Office of Communications develops and implements policies, plans and procedures to provide a dependable, responsive, secure communications capability necessary for the conduct of U. S. foreign policy. The office provides the Department, its overseas posts, and approximately forty-six additional foreign affairs agencies with mail and pouch services as well as telecommunications capabilities which include telegraphic, telephone, radio and secure voice systems. Teleprocessing services are provided to interconnect the various automated information processing systems in the Department, and for other agencies at foreign service posts. Additional special communications services are provided in support of domestic and overseas security programs as well as Secretary of State and other VIP travels.

The office is organized into six divisions and three staffs, each reporting directly to the Deputy Assistant Secretary. Overseas the DAS is represented by six Regional Communication Programs Officers (RCPOs) located in Accra, Bonn, Karachi, Manila, Nairobi, and Washington (for the Americas); and three Regional Diplomatic Courier offices located in Bangkok, Frankfurt, and Washington.

Foreign Operations Division initiates and monitors the development of worldwide telecommunications programs to fulfill short and long range requirements, provides support to field communications facilities, supervises development of communications support for travel of the Secretary, major conferences, and crises situations and coordinates support operations between the Regional Communications Program Offices overseas and the regional bureaus and other OC offices in the Department.

Networks Staff manages the Department's worldwide circuit requirements. The staff also provides official telecommunications support to visiting foreign dignitaries and establishes press centers for major events involving the Department.

Communication Programs and Engineering Division is responsible for technical aspects of telecommunications systems provided by the Department in support of foreign affairs community requirements.

DECLASSIFIED

Communications Center Division manages the facilities which provide for the transmission, receipt, relay, and servicing of telecommunications messages for the Department and other serviced government agencies, and provides for distribution of copies within the Department and to some forty-six other agencies in the community.

Diplomatic Pouch and Courier Operations Division directs and administers the mail, pouch, and courier communications serving the Department, the foreign service posts and the other agencies in the foreign affairs community at foreign service posts. The Diplomatic Pouch Branch handles all incoming and outgoing mail, receives and dispatches all diplomatic pouches, and operates messenger and pneumatic tube distribution systems. The Diplomatic Courier Branch manages the three regional diplomatic courier offices which provide a secure worldwide courier service.

Communications Security Division researches, develops, and implements programs and systems for the protection of classified and administratively controlled information as well as for the protection of the transmission systems. The division collaborates with other appropriate Federal agencies in developing material designs, standards, and operations methods, and participates in the formulation of national communication security policy and programs.

Training Division develops and implements training courses to meet the operational and security requirements of the Department and overseas communications centers. This entails operational training on teletype, telephone, radio, cryptographic, computer, and pouch systems. Limited maintenance courses in teletype, high frequency radio systems, and basic electronics are also offered; and all technical, operational and management training for communications personnel at facilities outside the Department are arranged by the Division.

Programming and Special Projects Staff provides program management for major long range programs and other specialized projects coordinating the efforts of all office elements, outside agencies, geographic bureaus, and contractors in the implementation of multi-year programs such as the African Record Communications Network and the Terminal Equipment Replacement Program. The staff also provides software development and support for automated telecommunications systems and OC management information systems. This includes specialized computer controlled telecommunications switching and terminal processing functions.

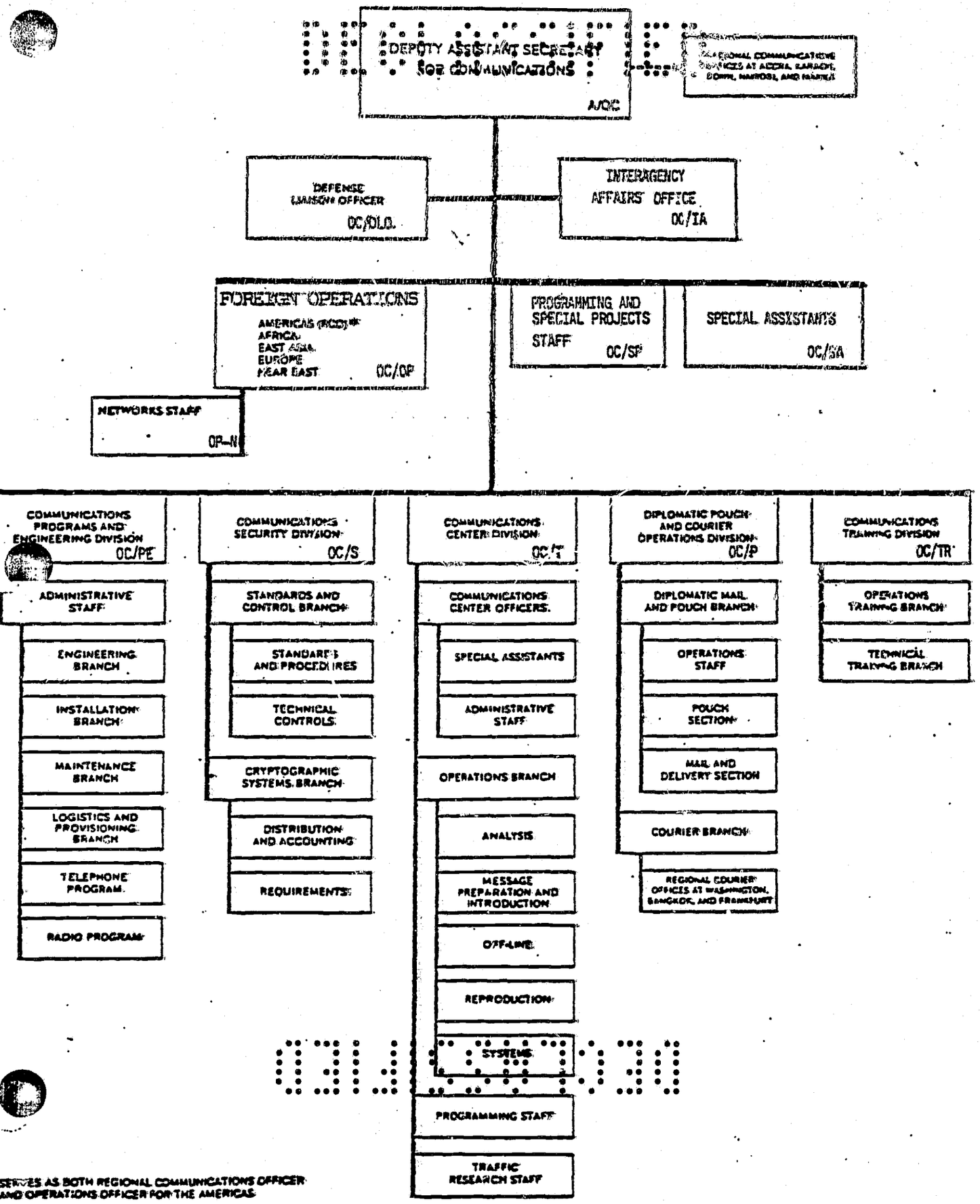
DECLASSIFIED

Interagency Affairs Office serves as the Department's principal representative to all federal non-defense agencies for assessing, negotiating and formulating policy issues relating to telecommunications matters of mutual interest, it recommends technological activities and programs for cooperation, and it analyzes and evaluates other agencies' policies and programs with respect to their relationship to the technical aspects of the Department's objectives regarding the design, procurement, shipping, installation, operation, and maintenance of telecommunications networks and facilities.

DECLASSIFIED

OFFICE OF COMMUNICATIONS

DOMESTIC ORGANIZATION



*SERVES AS BOTH REGIONAL COMMUNICATIONS OFFICER AND OPERATIONS OFFICER FOR THE AMERICAS

DECLASSIFIED

OFFICE OF OPERATIONS (A/OPR)

Deputy Assistant Secretary: M. Virginia Schafer

FY 1981 Authorized Full Time Positions: 564 ; 25 Total: 589

FY 1981 Column of FY 1982 Budget: $38,042,000

The Office of Operations formulates policy and directs operations on a broad range of administrative support and managerial activities through three offices and three staffs. Operations provides administrative/logistical services and guidance on administrative operations to the employees and organizational units of the Foreign Service and the Department; furnishes services and administrative support to over forty Federal agencies and the public; maintains services required by regulations, statutes, and executive orders; and serves as liaison between the policy-establishing organizations of the government and operating managers at posts and in the Department.

The Foreign Affairs Information Management Center is an information management and service organization that provides a wide range of information services to operating units and officials of the Department and the Foreign Service, to other Federal agencies, and to the public. On behalf of the Department, the Center administers and fulfills statutory requirements of the Freedom of Information Act, the Privacy Act, the Ethics in Government Act, and Executive Order 12065. It is organized into two staffs and four divisions.

Records Management Staff is responsible for managing programs to comply with the Federal Records Act. The staff provides professional and technical direction and coordination over the entire records management program of the Department and overseas posts. It establishes retention and disposition schedules, as well as standards and procedures for classifying, indexing, and filing records. The staff coordinates its activities with other foreign affairs agencies and the National Archives.

Directives Staff issues and maintains current information on Departmental policies and regulations in the form of directives issued in the Foreign Affairs Manual series. It also issues guidelines in the Correspondence Handbook, and manages forms design, public use, and inter/intra-agency reporting under the Federal Reports Act and OMB Circular A-40. Under the requirements of the Administrative Procedures Act, the staff publishes in the Federal Register Departmental procedures that affect the public.

1/ Includes 248 Working Capital Fund positions.

DECLASSIFIED

Information Acquisition and Processing Division directs the acquisition of information which documents the transaction of official business in foreign affairs, and maintains this information in the Department's authoritative Central Foreign Policy File. An automated document system facilitates subsequent retrieval, recall, and use of this information through subject, personality, and event content indexes. The division also makes the initial distribution of official Congressional correspondence, public correspondence addressed to the Secretary of State, and incoming/outgoing airgrams.

Information Access and Services Division delivers information services from official information resources to the Department, overseas posts, other federal agencies, and, based on the Freedom of Information, Privacy and Ethics Acts, to the public. The resources include paper central files from 1955 to 1973, and automated files since 1973. The division provides authentication services and screens records of permanent value and negotiates their transfer to the custody of the National Archives.

Library Division provides supplemental information services to the Department from public sources as well as other federal agencies and foreign governments. This service focuses on economics, culture, politics, social affairs, international law, diplomatic history, foreign relations, and other information pertinent to the Department's mission.

Publishing Services Division manages the Department's central printing plant and local reproduction facilities located throughout the Department. Additionally, it provides editing, graphic arts composition, and world-wide distribution services for dissemination of airgrams and other printed materials. To provide effective linkage of production costs with services rendered, the division is organized as a Working Capital Fund operation.

Office of Supply, Transportation, and Procurement composed of three divisions, operates the Department programs for supply, property and vehicle management, travel and transportation, and for procurement. These programs also serve foreign service posts and other foreign affairs agencies; because of the large number of organizations served, parts of this office are organized into Working Capital Fund operations to directly link costs to services and accurately apportion charges.

DECLASSIFIED

Supply Division plans and administers the motor vehicle replacement program for the foreign service fleet, implements supply policies and procedures involving established federal supply sources, and operates the Department's consolidated warehouse facilities in the Washington area in support of domestic and overseas activities.

Transportation Division prescribes standards for the performance of official travel. The division is also responsible for the arrangement of packing, storage, and delivery of personal and household effects of employees. To accomplish this the Division operates the European Logistical Support Office (ELSO) in Antwerp, which provides support to posts in Europe, Africa, the Near East, and South Asia. Also the division is responsible for the operation of the U. S. Despatch Agencies in New York, Baltimore, Miami, and San Francisco. The Despatch Agents serve approximately thirty-five government agencies by arranging for shipment and customs clearance of official supplies and employees' household effects and vehicles. Finally the division operates the Regional Procurement Office, Bonn, which, in conjunction with the Embassy, provides supply and procurement support with special emphasis on medical supplies.

Procurement Division conducts procurement operations within the U. S. in support of both domestic and overseas activities. It also monitors delegated contract operations and is responsible for the implementation of minority and small business programs in accordance with Executive Directives.

Facilities Management and Administrative Services provides logistic support services over a broad range of activities for the Department and Foreign Service. It is aligned into four divisions, one staff, and a services center.

Audio-Visual Services Division designs and prepares audio-visual presentations and related services for the Department, the White House and Congress, and other federal agencies. Services include photography, graphic arts, exhibits, electronic technical support and the operation of the Department's tape recording libraries.

DECLASSIFIED

DECLASSIFIED

Language Services Division provides interpreting, translating, and related language services in 40 languages for the Department, the White House and, by special arrangement, for other government agencies. Included in its services are interpreting and translating for official visits, escort interpreting services for the educational and cultural exchange program, and certification of the conformity of the English and foreign-language texts of treaties before signature. The division screens and/or translates foreign language mail addressed to the President and others in the White House, and provides verbatim conference reporting services for the Secretary's press conference and the daily press briefings.

Claims Division adjudicates claims for personal property losses by employees of State, the Agency for International Development and the International and Communication Agency.

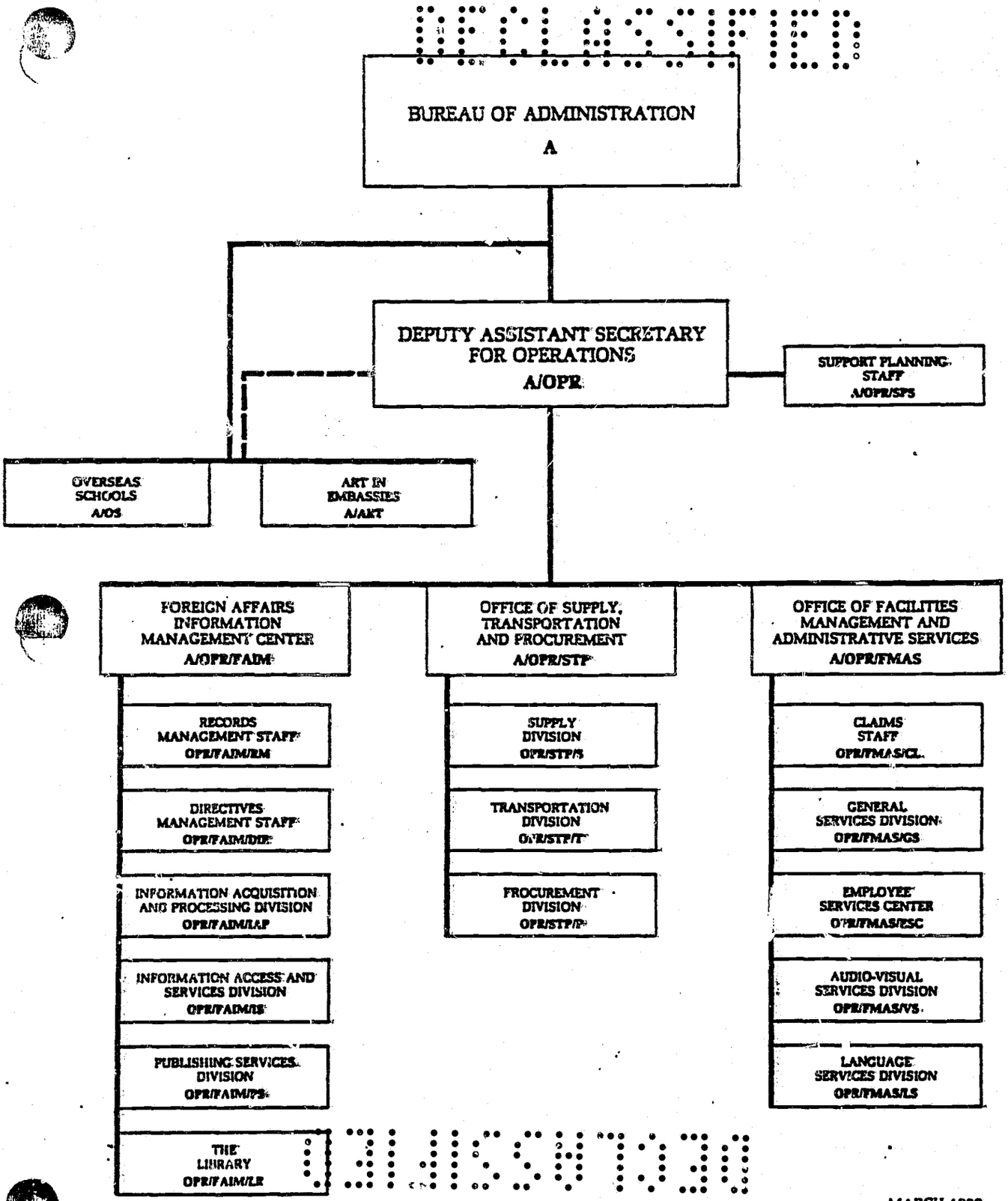
General Services Division administers a complete space management program for the Department and its field offices. The division coordinates with the General Services Administration to provide telephone service, a complete Building Services Program (including renovations, and the Department's energy conservation efforts. It also coordinates use of conference rooms, auditoriums, and the diplomatic functions facilities.

The Employee Services Center is a "one stop" service facility which coordinates the service units providing assistance in transportation, cashier, passport, ID card, travel, retirement and combined airline reservations and ticketing. The Center also maintains a Child Care Center and a housing assistance office and operates an active locator service for Foreign Service personnel abroad or in the Department.

The Support Planning Staff, consisting of a Director and two Management Analysts, is the conceptual and special projects arm of the Deputy Assistant Secretary. The staff assists Operations Unit Managers to identify organizational goals, specify attainable milestones, and integrate the unit plans into the overall Operations program.

Two other staffs, Overseas Schools and Private Enterprise Embassies, while independently established, report directly to the Deputy Assistant Secretary for Operations.

DECLASSIFIED



UNCLASSIFIED

MARCH 1980

OFFICE OF SECURITY (A/SY)

UNCLASSIFIED

Deputy Assistant Secretary: Karl D. Ackerman

FY 1981 Authorized Positions: 435

FY 1981 Budget: $46,938,000

The office is responsible for the development and administration of a comprehensive security program for the Department of State to include all diplomatic missions, personnel and material associated with the conduct of foreign policy. Four assistant directors supervise the activities of various divisions and/or staffs, and report directly to the Deputy Assistant Secretary for Security.

Operations is composed of three divisions, one staff, and the Command Center. Foreign Operations Division is responsible for implementing policy, accounting for funding and providing headquarters assistance to support security objectives at diplomatic posts abroad. Domestic Operations Division is responsible for planning, funding and implementing security programs for the Department's domestic facilities. Technical Services Division is responsible for the research, development and application of both acoustic and non-acoustic security countermeasures both domestically and at posts abroad. Special Assignments Staff conducts sensitive investigations of matters pertaining to security suitability of personnel and highly sensitive investigations of counter-intelligence significance. Security Command Center consists of two branches: (1) The 24-hour a day Security Coordination Center which monitors incoming security cable traffic and both domestic and overseas protective security details. (2) Threat Analysis Group (TAG) which prepares periodic narrative type analysis on known terrorist or radically oriented organizations.

Personnel Security and Investigations consists of two divisions and nine domestic field offices which process background investigations and security clearances. Division of Investigations is responsible for supervison of both background and passport/visa fraud investigations which have been assigned to field offices and overseas posts. Division of Evaluations evaluates information in completed investigations to determine suitability for clearance access.

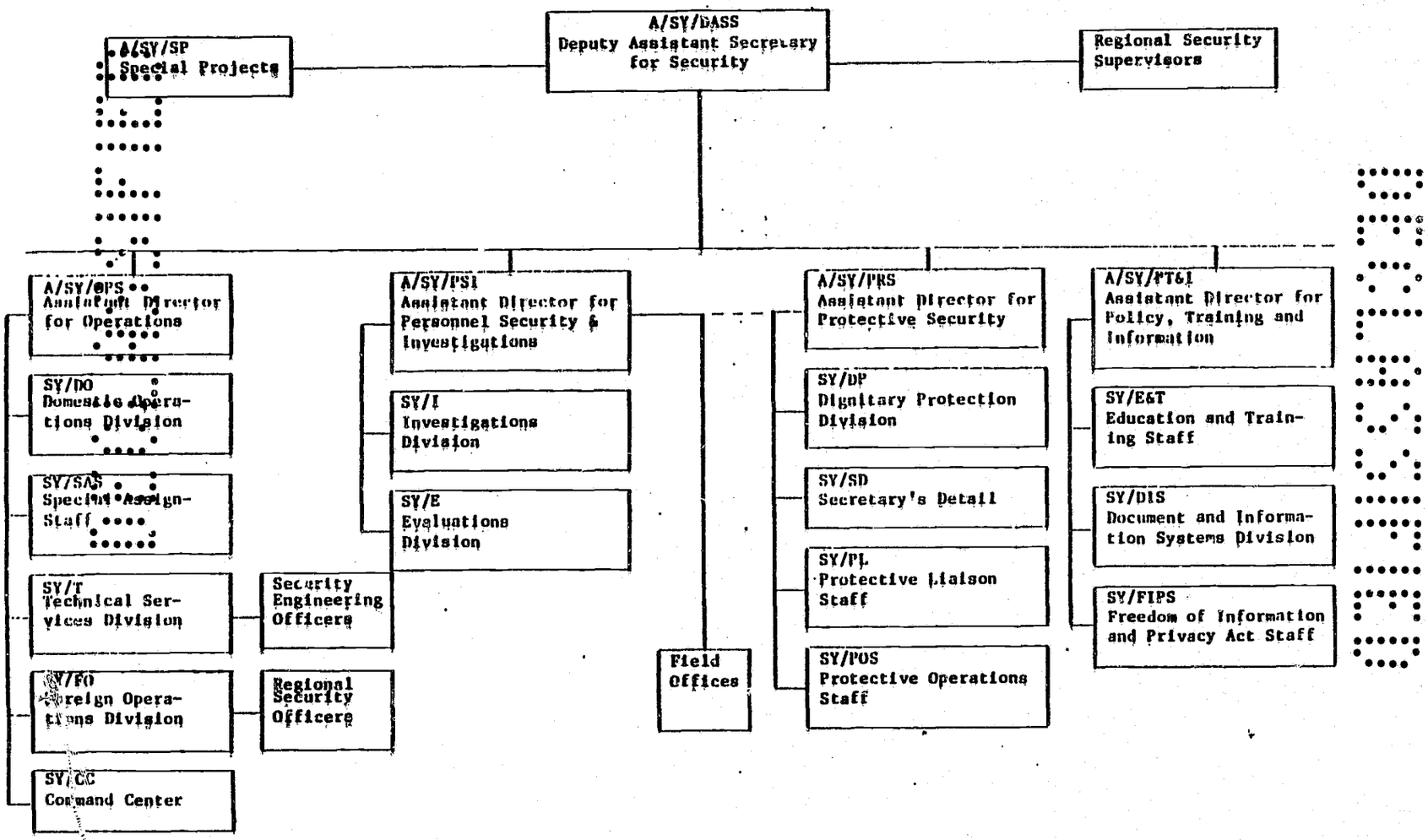
A/S4

Protective Security is composed of one division, two staffs, and the Secretary's Detail. Dignitary Protection Division is responsible for arranging protective security details for select foreign officials visiting the United States and United States officials travelling abroad. The manpower resources for protective security details are primarily drawn from domestic field offices. Secretary of State Detail provides physical security 24 hours a day for the Secretary of State. Protective Liaison Staff maintains contact with the diplomatic community in Washington and federal/local law enforcement authorities on matters of mutual security interest. Protective Operations Staff provides support and equipment for protective security details.

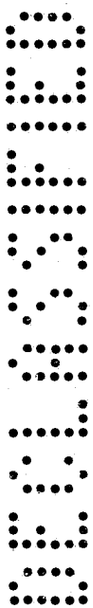
Policy, Training and Information is composed of one division and two staffs. Document Information Systems Division provides storage facilities and microfiche capability for investigative reports and security documents. Education and Training Staff provides for training of personnel in protective security, investigations and Regional Security Officer duties. The staff also provides a segment of orientation/training for Marine Security Guards and conducts, in cooperation with the Office for Combatting Terrorism, Terrorism Seminars for Department employees and dependents scheduled for overseas assignments. Freedom of Information and Privacy Act Staff processes requests for security information which have been submitted under Freedom of Information/Privacy Act provisions.

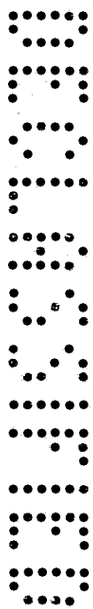
Two additional areas report directly to the Deputy Assistant Secretary for Security. Seven Regional Security Supervisors located in Manila, Frankfurt (2), Panama, Nairobi, Casablanca, and New Delhi provide overall direction, supervision, and assistance to security officers abroad. The Office of Special Projects (SY/SP) consists of one officer who performs inspections of headquarters and domestic field offices, and investigates misconduct matters and complaints or allegations involving officers.

ORGANIZATION OF THE OFFICE OF SECURITY
November 1980



cwh:11/80





UNCLASSIFIED

INFORMATION SYSTEMS OFFICE (A/ISO)

Deputy Assistant Secretary: W. W. Francis

FY 1981 Authorized Full-Time Positions: 98 ; 171[1] Total: 269

FY 1981 Column of FY 1982 Budget: $13,365,000

The office establishes policy concerning the acquisition and use of information systems and equipment. It also administers the Department's automated information systems which include the central computer, three overseas regional computer centers, minicomputer equipment in the Department and at Foreign Service posts, and the world-wide program of word processing equipment. Finally, the office represents the Department in information systems matters with all government agencies, private industry, and professional organizations.

The office is divided into six major organizations, each reporting directly to the DAS. Together they provide around-the-clock information services support to several hundred areas in the Department and at posts by operating seventy-five computer systems as well as minicomputer and word processing systems at hundreds of locations.

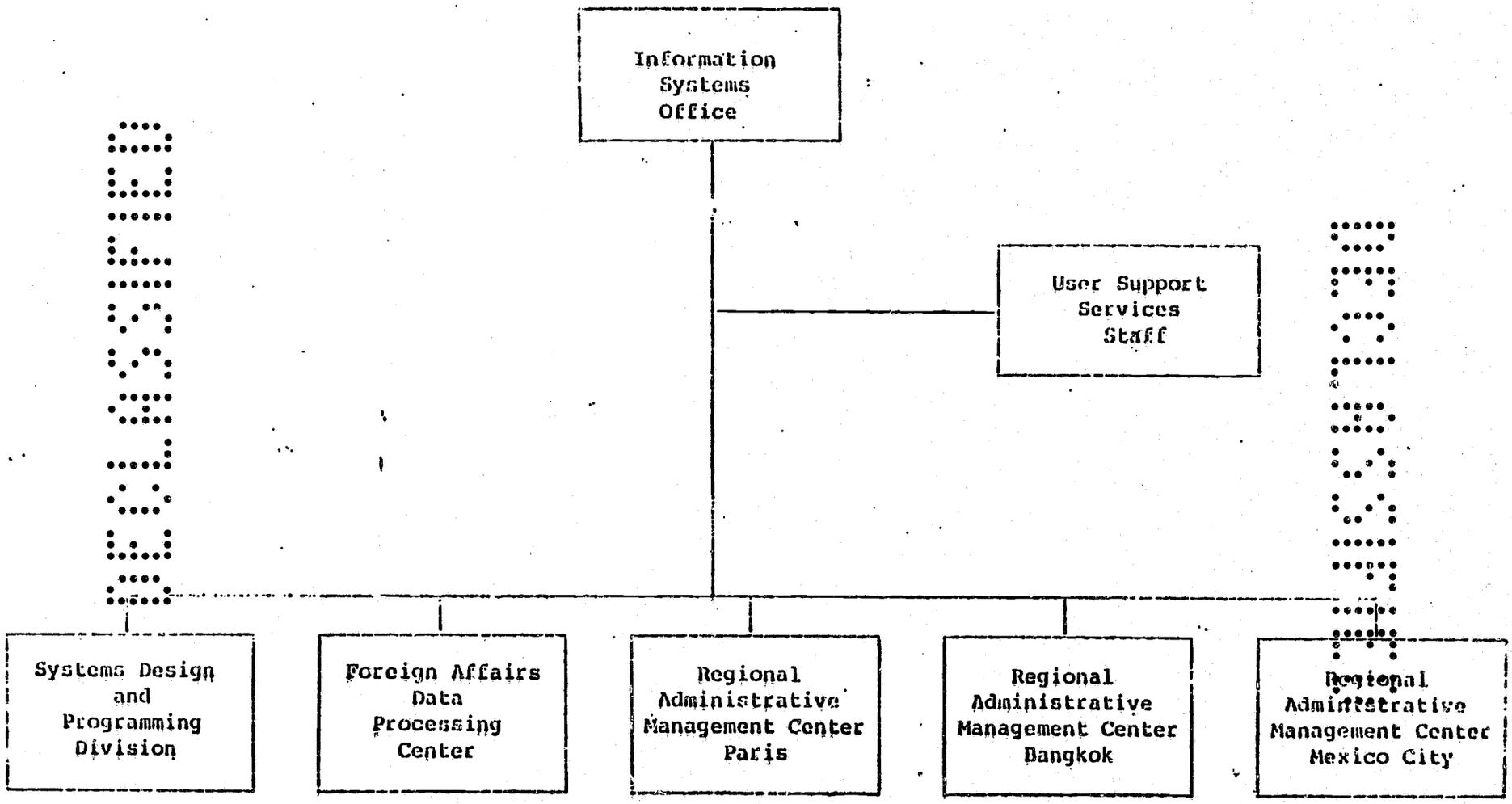
Foreign Affairs Data Processing Center operates an around-the clock control data processing facility, operates a central computer microfilming and computer report reproduction facility, and installs and maintains remote computer terminals.

User Support Services Staff manages the word processing programs, conducts feasibility and cost/benefit studies and evaluates proposals for new automated systems. It also assists users with management information, information retrieval and time sharing processing, manages commercial contracts to provide time sharing and other data processing services, and coordinates training in information systems.

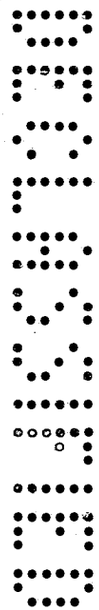
Systems Design and Progamming Division manages the world-wide minicomputer program. It also designs and implements information systems for both mini and large scale computers and conducts liaison with users of computer systems.

The three Regional Administrative Management Centers are located in Paris, Bangkok, and Mexico City. They offer a full range of administrative management support to the State Department and personnel from twenty other federal departments and agencies at posts located respectively in Europe, the Near East and Africa; the Far East, and the Western Hemisphere. Services provided include accounting, disbursing, payroll, data processing, budget preparation, records management, minicomputer, word processing, microfilm, and training.

[1] Includes 58 positions in Working Capital Fund.


Information Systems Office
User Support Services Staff
Systems Design and Programming Division
Foreign Affairs Data Processing Center
Regional Administrative Management Center Paris
Regional Administrative Management Center Bangkok
Regional Administrative Management Center Mexico City

A/CDC



CLASSIFICATION/DECLASSIFICATION CENTER (A/CDC)

UNCLASSIFIED

Deputy Assistant Secretary: Clayton E. McManaway

FY 1981 Authorized Full Time Positions: 14

FY 1981 Budget Column of FY 1982 Budget: $1,631,000

The Center was formally established in November 1978 to provide the Department, for the first time, with a centralized system of classification supervision and declassification determinations. In addition, the Center furnishes all Departmental reports and information required by the Congress and the Information Security Oversight Office, issues Departmental guidance on classification/declassification, and oversees the Department's educational and training program on E. O. 12065. The Center consists of two offices, the Mandatory Review and Sytematic Review Offices, plus the Policy Development and Coordination Staff.

The Mandatory Review Office adjudicates release/denial decisions for Departmental documents requested under the Freedom of Information Act, E. O. 12065, and classified material requested under the Privacy Act. The Systematic Review Office develops systematic review guidelines for declassification review by the Archives of Departmental records twenty or more years old.

The Systematic Review Office also manages the clearance process for materials to be published in the Department's Foreign Relations of the U. S. series, including clearances with other agencies and, in conjunction with the bureaus, foreign governments.

The Policy Development and Coordination staff assists the Deputy Assistant Secretary in the development of policies and procedures to implement the provisions of the FOIA, E. O. 12065 and certain other related measures concerning the review of requested documents. This includes the processing of appeals against denials of material for submission to the Appeals Review Panel. The staff handles coordination and clearances with other agencies, prepares all required reports and is responsible for actions concerning the Department's educational and training programs on E. O. 12065.

DECLASSIFIED

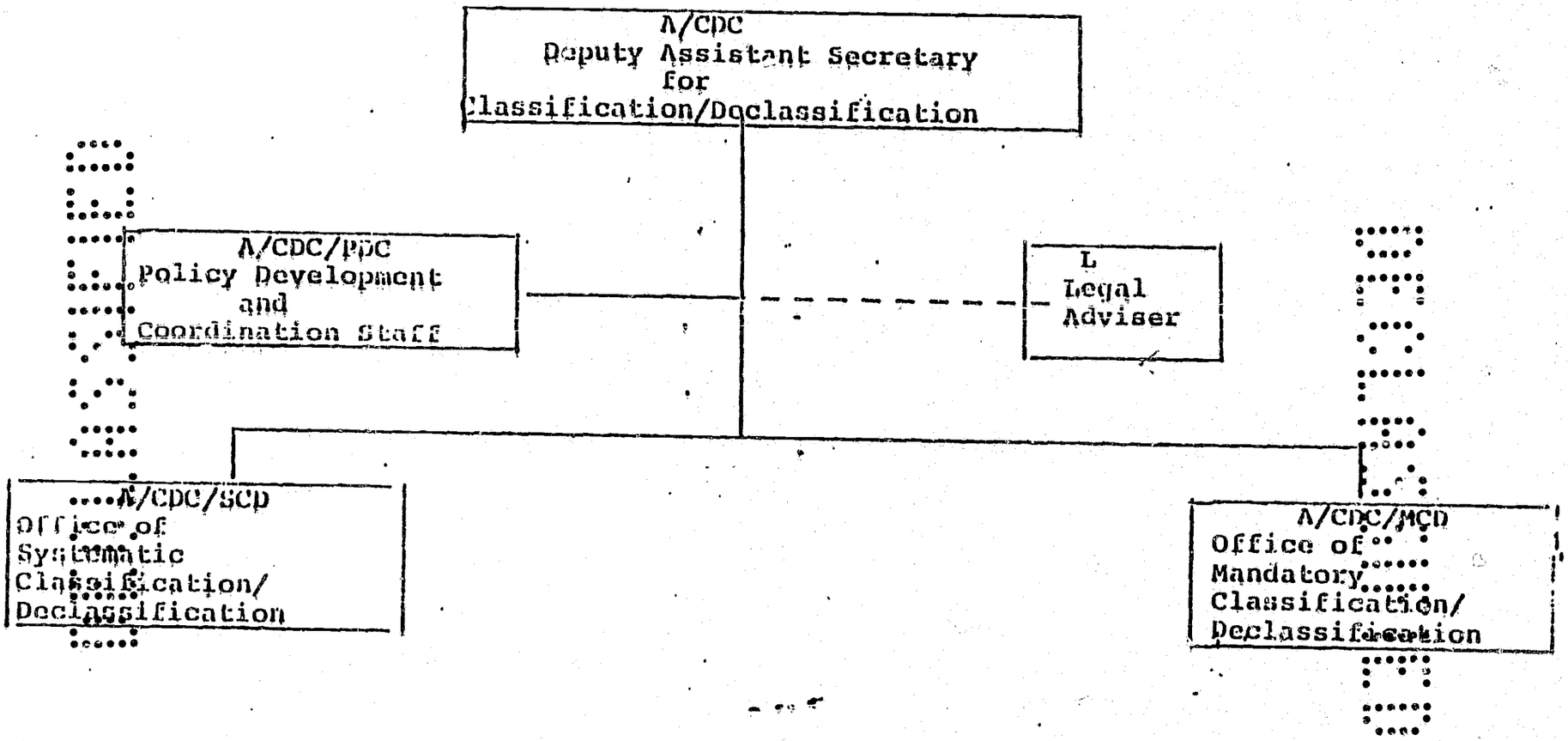
DECLASSIFIED

Most of the actual review work in both review offices is performed by senior, retired FSOs as annuitants on temporary appointments (or contracts) specifically nominated by the respective regional/functional bureaus. In difficult cases the bureaus are consulted in order to insure that declassification decisions do not damage current U. S. foreign policies or foreign affair interests.

The Deputy Assistant Secretary operates in a semi-autonomous manner and reports for policy guidance to the Department's Oversight Committee chaired by the Under Secretary for Management and made up of the Assistant Secretaries for Administration and Public Affairs and the Legal Advisor. The Assistant Secretary for Public Affairs chairs ad hoc panels to review appeals by the public of denials of requests under the FOIA.

DECLASSIFIED

CLASSIFICATION/DECLASSIFICATION CENTER



A/FBO

DECLASSIFIED

OFFICE OF FOREIGN BUILDINGS (A/FBO)

Deputy Assistant Secretary: William L. Slayton

FY 1981 Authorized Full Time Positions: 84 ; 18 Total: 102

FY 1981 FBO Budget: $178,978,000
S&E Budget: $126,214,134
Foreign Currency: $29,459,000

The office manages all U. S. Government non-military properties which are owned or leased overseas. Their properties are in 222 cities located in 138 countries, including 345 office and utility buildings and 3,327 houses or apartment units.The office acquires property through purchase, gift, exchange, or lease. All overseas property purchases, long term leases, and short term leases over $25,000 annually must be approved by the Office. The office is responsible for construction and renovation of chanceries, executive residences, and staff housing at posts. It is also responsible for furnishing residential properties.

The office is organized as follows: Operations; Building Design, Construction and Maintenance; and Interior Design and Furnishings Branch; and an Executive Office.

Operations divides the world into five regions which correspond with the Department's regional bureaus. FBO area officers are responsible for all properties in each region. These officers make annual, or more frequent, visits to posts to determine priorities for major repairs and improvements. Based on information gained from these trips, plus post and regional bureau input, improvements are prioritized, scheduled and funded. Decisions are also made on sales of surplus or outmoded properties, and sale proceeds are used to implement building programs. Over $100 M has been realized from property sales and applied to the building program in the last decade.

Building Design and the Construction and Maintenance operations are self-explanatory. FBO architects, engineers, and construction project managers are involved from the initial design to final completion stages of a building. As an example, FBO is currently managing the entire Moscow Embassy Complex construction project.

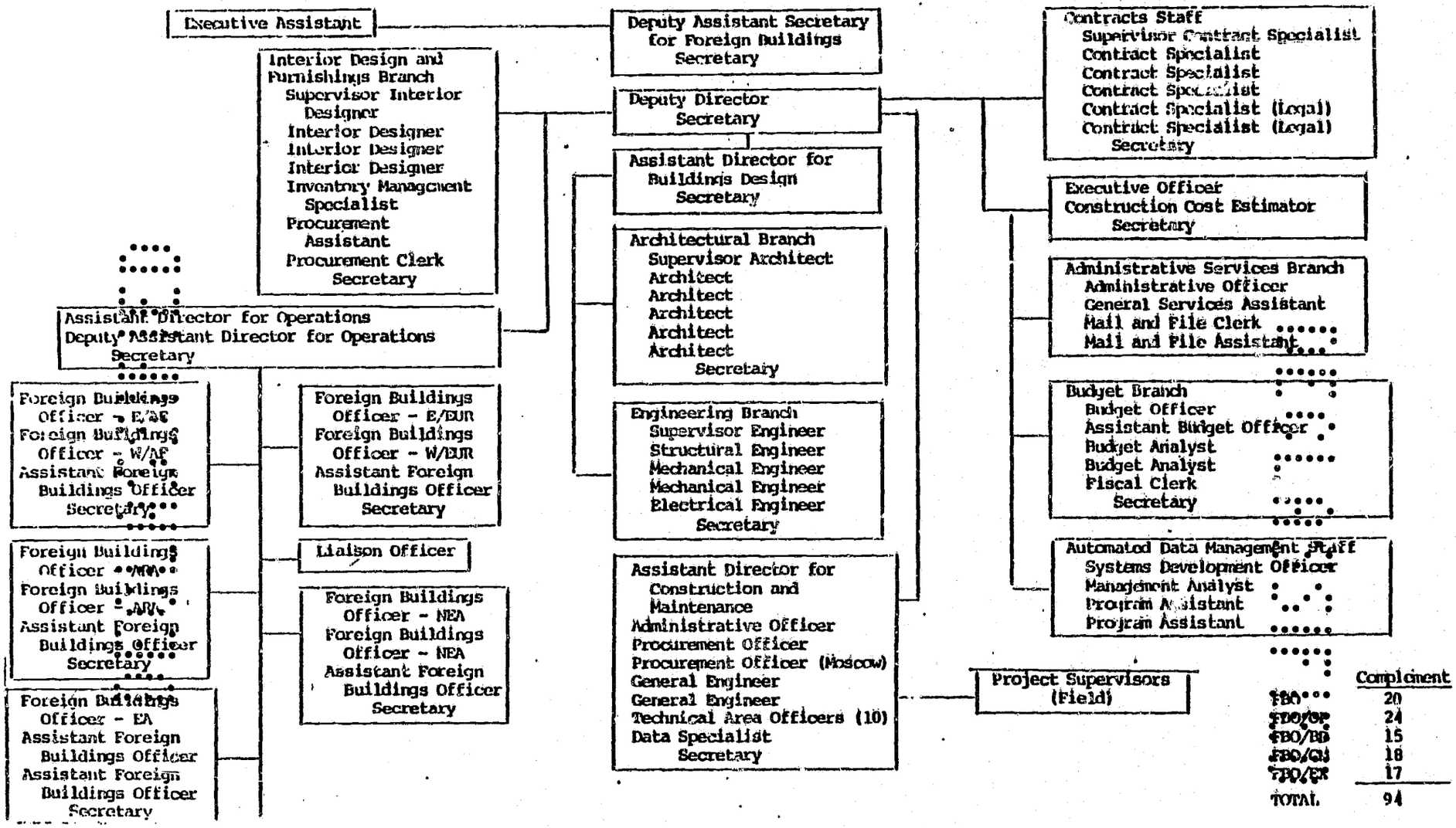
DECLASSIFIED

The Interior Design Branch peforms interior design services for newly built or acquired buildings as well as directs replacement projects for major representational residences. It processes purchase orders in excess of $2 M annually.

The Executive Office performs a full range of administrative services, with the exception of personnel services which are performed for it by the the Personnel Division of the Bureau of Administration's Executive Office. Among the most important tasks is the complete budget preparation and management of FBO's own appropriation as well as the administration of S&E funds for short-term lease projects.

DECLASSIFIED

A/FBO ORGANIZATION CHART



	Complement
FBO	20
FBO/SP	24
FBO/BO	15
FBO/OI	18
FBO/EX	17
TOTAL	94

DECLASSIFIED

DECLASSIFIED

A/os

DECLASSIFIED

OVERSEAS SCHOOLS STAFF (A/OS)

Director: Ernest N. Mannino

FY 1981 Authorized Full-Time Positions: 19 1/

FY 1981 Column of FY 1982 Budget: Funds included in A/OPR; funds also received from the International Communications Agency and the Agency for International Development

The Staff functions as a logistical services element in support of promoting quality educational opportunities overseas at the elementary and secondary level for dependents of American citizens employed by more than twenty different federal agencies. These educational institutions also serve to demonstrate American educational ideals, principles, and methods.

The program provides assistance to nearly 160 American-sponsored schools in 100 countries. The assistance provided is primarily twofold: 1) A staff of professional educators furnishes technical assistance in all phases of education to the schools, posts, and residents of the communities in which the schools are located. 2) Grants-in-aid are made directly to the schools in order to enhance the educational programs.

1/ Included in A/OPR total.

A31JS94TJ9A

A/ICP

THE INTERNATIONAL CHANCERY CENTER PROJECT (A/ICP)

MANAGER: James A. Edgins

Over the last twenty-five years a combination of new zoning regulations and public laws have limited chancery location in the District only to high density zones in residential areas with the approval of the D. C. Board of Zoning Adjustments. This restricted new chanceries to areas where sites are difficult and costly to find. Furthermore, Article 21 of the Vienna Convention on Diplomatic Relations of 1961 states "The receiving State shall either facilitate the acquisition on its territory, in accordance with its laws, by the sending State of premises necessary for its mission or assist in obtaining accommodation in some other way.". Within a short period of time, thereafter, the Department was approached by several of the new nations and other undeveloped nations for assistance in obtaining suitable locations for their chanceries.

To remedy this situation in 1968 Congress, at the Department's request, enacted a law which transferred a portion of the old National Bureau of Standards site at Connecticut Avenue and Van Ness Street, N. W., to the Department to be used as chancery sites for foreign embassies and as a headquarters site for the Organization of American States. On June 3, 1971, the National Captiol Planning Commission approved the final master plan for the Chancery Center except for the northwest quadrant (northwest of Van Ness Street). This plan provides for fourteen chancery lots and a small park south of Van Ness Street, and bordering on Reno Road and Tilden Streets with the OAS headquarters building to be located on approximately eight acres due east of the chancery sites (south of Van Ness Street and bordering on Connecticut Avenue and Tilden Street).

Since the Washington Technical Institute would occupy two buildings located on lots 11 to 14 of the chancery site for an indefinite time, plans were formulated to develop the chancery site in two major phases. Phase I would cover lots 1 to 10, and phase II would cover lots 11 to 14. To get the project underway Congress appropriated $2.2 M as seed money, to be repaid to the Treasury with proceeds from the sale or lease of the lots.

UNCLASSIFIED

Phase I, including demolition and site preparation, has been completed. Seven of the ten lots have been leased, and negotiations are underway on three other lots. Several other countries have expressed interest in obtaining sites, but are hesitant to enter into negotiations until assured that WTI, now part of the University of the District of Columbia, will vacate the two buildings on lots 11 to 14.

Meanwhile, OAS has decided to relocate their headquarters building elsewhere in the District. Thus the eight acres set aside for OAS is now available for other use, and the Department has requested an amendment which would allow this site to be used for an international organization headquarters building, chancery sites, or a combination of both. Also the Department is proposing that Congress transfer to State the approximately eleven acre northwest quadrant to be used for ten additional chancery sites. Both of these proposals are presently pending in Congress.

If the Department is successful in obtaining the northwest quandrant and retaining the OAS site for other usage, an additional 9 to 15 chancery sites and a headquarters site with conference facilities for an international organization will become available.

UNCLASSIFIED

INTERNATIONAL CENTER

DEVELOPED BY
DEPARTMENT OF STATE

DECLASSIFIED

LEASED

o. 1: Israel
o. 2: Ghana
o. 3: Yemen
o. 6: Jordan
o. 7: Bahrain
o. 8: Kuwait
o. 9: Libya

NDER NEGOTIATIONS

o. 4: Qatar
o. 5: German Democratic Republic

o. 10: Sudan Qatar would li[illegible] this lot i[illegible]ey do not g[illegible] 4)
o. 11: Madagascar
o. 12: Somalia is interested
o. 13: Uganda is interested
o. 14: U.A.E.

lso: Zaire is interested in obtaining a lot nd Romania is also interested n No. 13, but wants to include taff apartments (25) which is more than he Development Controls allows (4 or 5)